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CITY OF HOUSTON

Job Posting

Applications accepted from:

Job Classification Posting Number Department Division

Section Reporting Location Workdays & Hours ALL PERSONS INTERESTED

GIS TECHNICIAN PN #113157

HOUSTON POLICE

TECHNOLOGY SERVICES

N/A

33 ARTESIAN, 1ST FLOOR

MONDAY - FRIDAY, 9:00 A.M. - 5:00 P.M.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual will be responsible to compare existing records in an On Line Offense (OLO) database with new Shape Files in a Geographical Information System database for the Houston area; maintaining and updating the OLO database with all additions or changes in data. The employee will research and resolve all problem issues and project requests within established deadlines, correct daily and monthly batch report error listings, as well as create/disseminate maps or other associated documentation containing analyzed and interpreted geographical information. This person will also assist and support Service Desk personnel in a back-up capacity by answering phone calls, creating service tickets, participating in clerical duties, plus share requested necessary resources and skill sets in order to guarantee the achievement of Unit or Departmental goals.

10 WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Geographic Information Science, Geography, Computer Science, Management of Information Systems or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

No experience is required. Experience equivalent to or as a GIS Operator may be substituted for the degree requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 PREFERENCES

Must be competent in basic computer systems and software use. Documented training and proficiency in Legacy GEO/GIS systems, Arial Photo imagery, and Global Positioning System (GPS) technology a plus.

15 SELECTION/SKILLS TESTS REQUIRED

None.

16 SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 12</u> \$789.00 - \$1,102.00 Biweekly \$20,514.00 - \$28,650.00 Annually

18 OPENING DATE September 13, 2006

19 CLOSING DATE September 26, 2006

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer